

Procedure for Filing Biennial Assessment Fee

Background

On August 14, 2006, pay.gov was implemented in CM/ECF. Pay.gov permits attorneys to pay fees online with a credit card or through Bank Account Debit (ACH).

The Federal Practice Committee decided at the November 2, 2006, meeting to send attorneys notice of the \$10 attorney assessment fee every other year. The first biennial assessment was for 2007/2008 and was not set up for online payment. The 2009/2010 biennial assessment fee may be paid online.

Filing and payment of biennial assessment

Follow these steps to file and pay the biennial attorney assessment fee online via CM/ECF:

STEP	ACTION
1	Login to CM/ECF using your court-assigned CM/ECF login and password. <u>Note:</u> Each attorney must pay the fee using his or her own CM/ECF login and password. Multiple attorneys from the same law firm cannot pay their fees at the same time.
2	On the blue menu bar in CM/ECF, click Civil > Miscellaneous Fees > Annual Assessments > 2009/2010 Biennial Assessment Fee . Click Next . Case number 8:09-mc-0001 will be displayed. Click Next . <u>Note:</u> This is a generic case number used only for payment of the 2009/2010 biennial fee. This event is a text-only entry and does not require the preparation or uploading of a PDF document.
3	Type the name of the attorney paying the fee and, if applicable, type his or her Nebraska bar number at the prompts. Click Next .
4	The screen will display a message that a \$10 fee will be charged. Click Next .
5	Enter the personal and payment information under either Option 1: Pay Via Bank Account OR Option 2: Pay Via Plastic Card . Click Continue with ACH Payment OR Continue with Plastic Card Payment . Check the “ I authorize a charge to my account for the above amount ” box and click

STEP	ACTION
	<p>Submit Payment. Click Next.</p> <p><u>Note:</u> Clicking Next on this screen commits your transaction. You will have no further opportunity to modify this transaction if you continue.</p>
6	<p>At the prompt Are you willing to accept appointments in civil in forma pauperis cases? click I am willing to accept appointments in civil in forma pauperis cases OR I am not willing to accept appointment in civil in forma pauperis cases.</p>
7	<p>The Docket Text: Final Text screen appears. Click Next. The Notice of Electronic Filing screen appears. You have now paid your assessment fee.</p> <p><u>Note:</u> No electronic notice will be sent for this event because there are no parties or attorneys added to the case. You should print or save the Notice of Electronic Filing screen for a record of this transaction.</p>

Changes to e-mail and mailing address

To make changes to your e-mail or mailing address, click **Utilities > Maintain Your Address > Maintain Your E-mail**. Make the necessary changes or corrections to your information.

Note: If your name is linked to a law firm, you will not be able to change your mailing address. If this is the case, notify the clerk's office at (866) 220-4381 (Omaha) or (866) 220-4379 (Lincoln) and the staff will make the appropriate change for you.

Revision control log

Date	Comments	By